



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of Secretary of State Georgia Real Estate Commission 40 Pryor St. Atlanta, Georgia	Application Number B1-433-A	
Application Number		Date Received MAR 30 1982	Date Completed APR 19 1982
2. Person to Contact Linda Luke		Working Title Supervisor	
		Telephone Number 656-3916	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 81-433 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1973 -		5. Records Series Title (followed by title used in office, if different) SCHOOLS OF REAL ESTATE INSTRUCTORS FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Real Estate Commission regulates the issuance and reissuance of licenses to real estate brokers, associate brokers, and salesmen, additionally establishing rules and regulations relating to the professional conduct of the real estate profession in Georgia. It accepts complaints, reviews misconduct, investigates alleged violations of State law or Commission regulations, and takes disciplinary action against a variety of improper procedures or unfair trade practices. In addition to reporting violations to the Attorney General for action to enjoin such practices, the Commission, after proper hearing, may censure a licensee, or suspend, revoke, or refuse to renew a license to practice.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: certifying instructors in the State of Georgia for real estate training institutes. Included are: Original applications for approval; Copies of transcripts or resumes attached in many cases. File is arranged: Alphabetically by applicant			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>6</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>4</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 26 years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

This retention is consistent with the needs of the REal Estate Commission and with the current schedules developed for use in the new educational section of the Commission.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other biennially then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 24 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Charles Clark</i>	3-26-82	<i>George W. Scott</i>	3-24-82
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	4-5-82
		Secretary of State/Designee	4-5-82
		Attorney General/Designee	4-6-82



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	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	26 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

The aforementioned retention period is consistent with the needs of the Real Estate Commission and with the current schedules developed for use in the new educational section of the Commission.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 24 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Charles A. Clark</i>	11-2-81	<i>George M. Scott</i>	10-29-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>James J. Smith</i>	11-10-81
State Auditor/Designee		<i>Carroll Hart</i>	11-10-81
Secretary of State/Designee		<i>James J. Smith</i>	11-10-81
Attorney General/Designee		<i>James J. Smith</i>	11-10-81